

**Youth Development, Inc.  
Early/Head Start  
Child Health and Safety**

**Policy Number:**

**Effective Date:** 02/12/00

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**Agency Approval Date:**

Feb. 12, 2000

Reviewed: March 6, 2007,  
10/2008, 9/2010, 5/24/13

**Policy Council Approval**

**Date:** February 12, 2000,  
04/14/12

**Governing Board Approval**

**Date:**

**COMPONENT:** Child Health and Safety (1304.22(a)(1))

**SUBJECT:** Medical Emergency

**PERFORMANCE OBJECTIVE:** To ensure the safety of all children and adults at Head Start and Early Head Start centers and conform to federal and state regulations governing medical emergencies.

**OPERATIONAL PROCEDURE:**

1. Up-to-date emergency forms listing a family's hospital of choice and emergency contact numbers must remain on file in the classroom.
2. In case of a non **life-threatening** situation, staff must implement the following steps
  - a. Administer First Aid.
  - b. Contact parent/guardian or an emergency contact.
  - c. Contact Center Director/Site Supervisor.
  - d. Complete an accident (incident) report form and submit to the Center Director, Health Manager, and Facilities Manager within 24 hours.
3. In case of a **life-threatening** accident, the following steps are to be followed:
  - a. Administer First Aid.
  - a. Call 911.
  - b. Contact the parent or an emergency contact.
  - c. Contact the Center Director, Vice President or Associate Directors as needed.
  - d. Complete an accident report form and submit to the Center Director and Health Manager within 24 hours.
  - e. Report to New Mexico State Childcare Licensing.

4. Refer to “posted” Emergency Plan in each classroom for specific staff assignments.

**PLEASE POST IN THE CLASSROOM**